

SCORE - South Correctional Entity

Immediate position available for

FACILITIES MANAGER

Salary Range:

\$6,178 to \$7,527 per month

Position Open Until Filled, first review on November 23, 2010

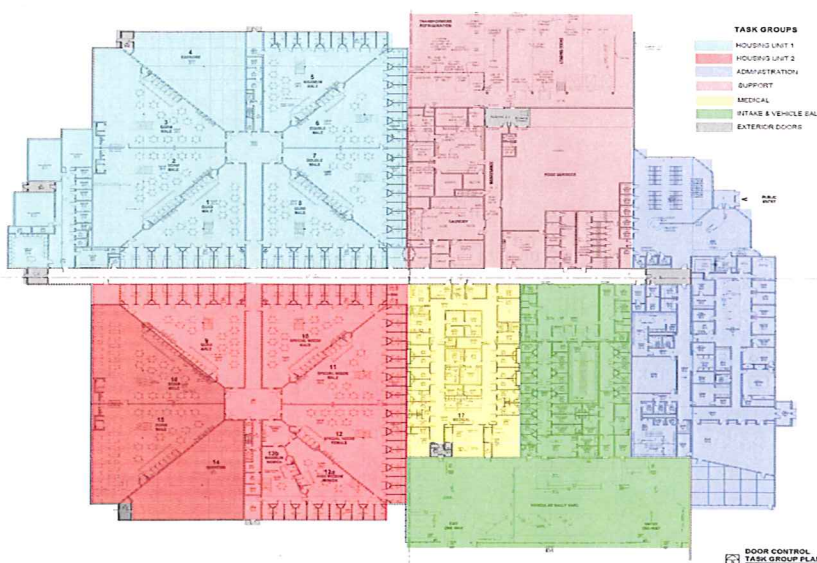
ABOUT SCORE JAIL:

SCORE stands for South Correctional Entity, and it is a multijurisdictional misdemeanor jail. SCORE is a group of seven cities that are working together to solve our collective jail crisis. The cities are Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac, and Tukwila. Collectively the cities represent almost 340,000 citizens in South King County.

SCORE is managed by an Administrative Board that is comprised of a representative from each of the seven cities, typically either the city's Mayor, or the City Manager. The SCORE Facility Director is Penny Bartley, who reports to the Administrative Board.

The SCORE facility is located at **20817 17th Avenue South, Des Moines, WA**. Construction of the facility began in December 2009, and is on schedule to be completed in September 2011. This single-story facility is 164,000 square feet, sitting on a 15-acre site. The facility will house 813 inmates. The property, surrounded by a wooded area, is designed to be a good neighbor.

SCORE Jail will employ approximately 150 employees. The majority of those will be corrections officers, followed by medical staff and administrative personnel. For more information about SCORE jail, please visit www.scorejail.org.



View from control tower of inmate housing pod.

ABOUT THE POSITION:

JOB SUMMARY

Under the direction of the SCORE Director, plan, develop, schedule, organize and administer a comprehensive maintenance program for the SCORE facility; assist in the formulation and implementation of short- and long-range plans preventive maintenance, maintenance and repair projects; train, supervise and evaluate performance of assigned staff related to building maintenance and custodial personnel; develop annual budget recommendations for assigned areas; research vendors and best source of supply for equipment and supplies.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Plan, develop, organize and administer a comprehensive maintenance program for the SCORE facility; schedule, prioritize and assign duties for staff in the most effective manner; inspect work in progress.
- Schedule out and assist with the day-to-day operations and activities of building maintenance; handle planning, scheduling and implementation of short-and long-range projects.
- Support Commissioning Agents as they inspect the technical aspects of facility operations during the commissioning process for all mechanical equipment and systems.
- Manage service contracts related to the facility.
- Establish and implement an effective preventive maintenance program.
- Monitor electrical power quality for the SCORE facility, its equipment and microcomputers; research, recommend, and specify purchased equipment and systems.
- Develop annual budget recommendations for assigned areas; control assigned budget accounts and expenditures; sign purchase requisitions; develop estimated replacement costs and equipment specifications; recommend establishing open purchase order accounts at local vendors.
- Research vendors for best source, price and quality of supplies, equipment, tools and vehicles; test and requisition equipment and supplies; purchase supplies as needed within established procedures and policies.
- Purchase and maintain inventory of spare parts, building maintenance supplies and operating supplies; maintain vendor files of sources of supply and pricing.
- Interview, hire, train, supervise and evaluate assigned maintenance and custodial personnel and temporary employees; discipline employees as appropriate in accordance with SCORE policies and procedures.
- Secure outside safety experts to conduct special safety training; attend related safety seminars and committees.
- Prioritize, schedule and coordinate work projects with other SCORE personnel and outside groups; attend a variety of meetings related to assigned operations and activities; investigate and resolve public complaints or issues surrounding the SCORE facility or building maintenance personnel.
- Work with contractors on work projects; request bids for work to be performed; inspect completed work and work in progress to assure compliance with specifications and applicable laws, codes and regulations.
- Prepare and maintain records and prepare reports of work accomplished and in progress, inventory control of equipment and materials, materials purchased and used, cost estimates, hazardous materials and safety records, and priorities of work projects; review and approve receipts for merchandise purchased.
- Operate a variety of equipment including vehicles, welding equipment, testing meters and gauges, buffers, hydraulic lifts, power line monitor, personal computer for HVAC controls and a variety of hand and power tools.
- Interpret and explain policies and regulations; remain current regarding applicable laws, codes, rules and procedures.

MINIMUM REQUIREMENTS

Any combination equivalent to: graduation from high school supplemented by courses in electricity, HVAC, plumbing, painting and other construction trades and five years increasingly responsible building maintenance and repair experience, including at least one year in a supervisory capacity. Prefer experience with the HVAC Direct Digital Control systems, specifically the Alerton, BACnet platform. Valid Washington State driver's license. A stringent personal background investigation, polygraph examination, and a medical physical, including a drug-screening test will be conducted on candidates considered for hire.

APPLICATION PROCEDURE:

To be considered for this position, complete and return a **SCORE Jail Application, Cover Letter, Resume, and responses to the Supplemental Questions** to SCORE Jail, c/o Renton Police Department, 1055 South Grady Way, Renton, WA 98057. Application packets can also be electronically forwarded to:

Lucinda Gibbon, Human Resources Manager
lgibbon@rentonwa.gov 425-430-7817

Applications may be obtained by using the following options:

- Download an application from the SCORE website, www.scorejail.org, click on "Employment"
- Request an application via email at lgibbon@rentonwa.gov

SUPPLEMENTAL QUESTIONS:

Please answer the following questions and submit them to SCORE Human Resources along with your application materials. Please limit your responses to one page per answer. Responses to these supplemental questions should be typed on a separate sheet of paper. Please place your name at the top of each page.

1. What do you see as the key challenges in a startup organization and how will you address them?
2. For a single building of its size and type, what special concerns do you anticipate?
3. Provide an example of a complex building system issue that you solved.
4. What significant initiative or major project were you involved with that impacted a facility. What was your specific role or assignment? What were your specific contributions to the effort and what was the outcome?
5. Describe your experience with the following facility/building operations systems, or related systems: **DDC** (Direct Digital Control) system, **MMS** (Maintenance Management System), **CAFM** (Computer-aided management), etc.
6. Please explain why you are interested in this position and why you believe it is a good time in your career to come to SCORE Jail.

SELECTION PROCEDURE:

Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application materials will be invited to participate in a competitive selection process, consisting of an oral board interview.

If you are invited to participate in the selection process and need ADA accommodation, please notify Human Resources at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

A stringent personal background investigation, polygraph examination, psychological evaluation, medical physical, and drug screening test will be conducted on candidates considered for hire. *Equal Employment Opportunity*

